

**Liberty Township Board of Supervisors, Adams County, PA
39 Topper Road, Fairfield, PA 17320
December 7, 2021, Board of Supervisors Meeting Minutes**

The Board of Supervisors of Liberty Township, Adams County met Tuesday, December 7, at 7:30 PM at the Township Municipal Building located at 39 Topper Road, Fairfield, PA 17320. The meeting was streamed live on Liberty Township's YouTube Channel. A call-in number was provided for public comment.

Present: Chairman Walter Barlow, Vice Chairman Robert Jackson, Supervisor Robert Keilholtz, Solicitor John Lisko, Secretary/Treasurer Wendy Peck, and Assistant Secretary/Treasurer and Tax Collector Jessica Ilko.

Not Present: Chief Hansen

At 7:31 Mr. Barlow called the meeting to order and then called an Executive Session to discuss Personnel matters with Chairman Walter Barlow, Vice Chairman Robert Jackson, Supervisor Robert Keilholtz, and Solicitor John Lisko.

At 7:40 Chief Sherri Hansen arrived.

At 7:47 Mr. Barlow resumed the meeting and announced that during the Executive Session the Board Discussed personnel matters.

Public Comments: None.

Supervisor Comments

Mr. Keilholtz had no comments.

Mr. Jackson reported on items listed on the agenda under old business. He stated that he reached out to the Adams County Department of Aging regarding their request for a donation. After multiple conversations, the Department of Aging recommended that it would be better for the Township to donate locally to the Fairfield Area Senior Center. Mr. Jackson also reported on his conversations with the Adams County Historical Society regarding their recent request for funding. He has determined that the organization has already received large amounts of funding through grants and other donors and that Liberty's donations could be put to better use on a local level.

Mr. Barlow acknowledged that Mr. Jackson was ending his service to the township at the end of 2021 and presented him with a recognition certificate and plaque for his many years of service to the township.

Minutes: *Mr. Keilholtz moved to accept the minutes of the November 3 Board of Supervisors meeting. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved to accept the minutes of the November 10 Budget meeting. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved to accept the minutes of the November 18 Budget meeting. Mr. Jackson seconded the motion. All voted yes, and the motion passed.*

Treasurer's Report:

**LIBERTY TOWNSHIP, ADAMS COUNTY - TREASURER'S REPORT -As of Nov 30, 2021
Presented at Dec 7, 2021 BOS Meeting**

ACNB - Gen Oper	134,865.80	PLGIT - Liquid Fuels	\$14,137.18
PLGIT - General Res	\$306,450.69	ACNB - Escrow	\$12,206.81
PLGIT - Capital Res	\$122,058.39	ACNB - ARP Funds	\$66,369.74
	\$563,374.88		

Type	Date	Num	Name	Memo	PD AMT	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						129,917.17
Deposit	10/31/2021			Interest	13.22	129,930.39
Deposit	11/01/2021			Deposit	536.04	130,466.43
Deposit	11/03/2021			Deposit	2,770.72	133,237.15
Deposit	11/04/2021			Deposit	177.87	133,415.02
Deposit	11/05/2021			Deposit	650.00	134,065.02
Deposit	11/05/2021			Deposit	1,176.75	135,241.77
Check	11/05/2021	ACH	BMO -PLGIT Card	PLGIT CREDIT ACCOUNT	-434.76	134,807.01
Check	11/09/2021	12429	Principal Funds	Liberty Township Police 6-15480	-107.27	134,699.74
Check	11/09/2021	12430	Aero Energy	Cust 59990	-854.85	133,844.89
Check	11/09/2021	12431	AmTrust N Amer	17598140- 2021 Audit - Amount Due	-1,270.00	132,574.89
Check	11/09/2021	12432	Total Tech	Invoice 7600/7629	-1,110.00	131,464.89
Check	11/09/2021	12433	KPI Technology	Invoice #8793	-210.32	131,254.57
Check	11/09/2021	12434	County of Adams	2021 Tax Billing	-644.50	130,610.07

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Check	11/09/2021	12435	PMCA	35558	-1,483.75	129,126.32
Check	11/09/2021	12436	West Penn Power	100090757368	-112.81	129,013.51
Deposit	11/09/2021			Deposit	2,579.20	131,592.71
Check	11/10/2021	ACH	ACNB	Payroll - Direct Deposit Service Charge	-29.06	131,563.65
Deposit	11/10/2021			Deposit	49.50	131,613.15
Paycheck	11/11/2021	12437	Barlow, Walter M		-906.78	130,706.37
Paycheck	11/11/2021	ACH	Haywood, Richard K		-414.86	130,291.51
Paycheck	11/11/2021	ACH	Ilko {Tax Collector}, Jessica L.		-80.72	130,210.79
Paycheck	11/11/2021	ACH	Ilko, Jessica		-158.35	130,052.44
Paycheck	11/11/2021	12438	Keilholtz, Jr., Robert E.		-518.18	129,534.26
Paycheck	11/11/2021	12439	Pecher, Bruce E.		-562.39	128,971.87
Paycheck	11/11/2021	ACH	Peck, Wendy J.		-1,116.14	127,855.73
Paycheck	11/11/2021	ACH	Roosen, Christopher M.		-938.62	126,917.11
Paycheck	11/11/2021	ACH	Ammerman, Cory M.		-365.09	126,552.02
Paycheck	11/11/2021	ACH	Hansen, Sherri		-1,803.53	124,748.49
LiabCheck	11/12/2021	ACH	PA Dept. of Rev	1641 9699	-269.38	124,479.11
LiabCheck	11/12/2021	ACH	US TreasDept/IRS	23-2110946	-1,906.28	122,572.83
Check	11/15/2021	ACH	Intuit QuickBooks	Monthly fee for payroll service	-28.00	122,544.83
Deposit	11/19/2021			Deposit	3,981.26	126,526.09
Deposit	11/19/2021			Deposit	20,404.40	146,930.49
Check	11/23/2021	12445	Comcast-Phone	901156234	-201.68	146,728.81
Check	11/23/2021	12446	Gettysburg Times	159232	-49.28	146,679.53
Check	11/23/2021	12447	Shealers Septic	Inv 32433	-120.00	146,559.53
Check	11/23/2021	12448	LEAF	100-4990181-001	-78.00	146,481.53
Check	11/23/2021	12449	H. A. Thomson Co	Asst Treasurer Bond-Peck	-1,125.00	145,356.53
Check	11/23/2021	12450	KPI Technology	Invoice #8735	-180.32	145,176.21
Check	11/23/2021	12451	Aero Energy	Cust 59990	-350.79	144,825.42
Check	11/23/2021	12452	Rabold's Services	Invoice 25556	-101.00	144,724.42
Check	11/23/2021	12453	Lowe's	98004701524	-628.70	144,095.72
Check	11/23/2021	12454	Carroll Valley	Septic Inspection 10 Upper Trail	-10.00	144,085.72
Check	11/23/2021	12455	Assurity Life Insu	Policy - 4150967242-Hansen	-1,909.67	142,176.05
Check	11/23/2021	12456	Staples	Acct 601110005005657	-391.38	141,784.67
Paycheck	11/24/2021	12440	Barlow, Walter M		-678.61	141,106.06
Paycheck	11/24/2021	ACH	Bostek {Elected}, Kathryn		-43.78	141,062.28
Paycheck	11/24/2021	ACH	Hansen, Sherri		-1,803.53	139,258.75
Paycheck	11/24/2021	12441	Hartley, Craig		-107.13	139,151.62
Paycheck	11/24/2021	ACH	Ilko, Jessica		-316.67	138,834.95
Paycheck	11/24/2021	12442	Keilholtz, Jr., Robert E.		-35.09	138,799.86
Paycheck	11/24/2021	12443	Pecher, Bruce E.		-201.05	138,598.81
Paycheck	11/24/2021	ACH	Peck, Wendy J.		-1,116.14	137,482.67
Paycheck	11/24/2021	ACH	Roosen, Christopher M.		-1,577.31	135,905.36
Paycheck	11/24/2021	ACH	Swiat {Elected}, Richard		-26.28	135,879.08
Paycheck	11/24/2021	ACH	Ammerman, Cory M.		-365.09	135,513.99
Paycheck	11/24/2021	ACH	Hek {Elected}, Susan		-26.28	135,487.71
Paycheck	11/24/2021	ACH	Ilko {Tax Collector}, Jessica L.		-68.87	135,418.84
LiabCheck	11/26/2021	ACH	US TreasDept/IRS	23-2110946	-1,658.34	133,760.50
LiabCheck	11/29/2021	ACH	PA Dept. of Rev	1641 9699	-247.13	133,513.37
Deposit	11/30/2021			Deposit	1,352.43	134,865.80

Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account) 4,948.63 134,865.80

Type	Date	Num	Name	Memo	PD AMT	Balance
100.00 · PLIGT State						75,864.44
Deposit	10/31/2021			Interest	0.85	75,865.29
Check	11/09/2021	661	Kinsley Const	2021 Project # 21-01213-001 - Final Pa	-46,237.20	29,628.09
Check	11/09/2021	662	Kinsley Const	2021 Old Waynesboro Road Inv 95575	-12,810.85	16,817.24
Check	11/23/2021	663	Hamiltonban Twp	Shared Rental of Chipper and Lift	-2,122.50	14,694.74
Check	11/23/2021	664	US Municipal	Invoice #6190199	-331.86	14,362.88
Check	11/23/2021	665	Harringtons Equip	Invoice 194441	-129.24	14,233.64
Check	11/23/2021	666	Steve's Repair	Inv 19619	-35.00	14,198.64
Check	11/23/2021	667	Quincy Hardware	Inv 238290	-61.46	14,137.18
Total 100.00 · PLIGT State						-61,727.26 14,137.18

Type	Date	Num	Name	Memo	PD AMT	Balance
10.100 · Liberty Township Escrow						14,397.66
Check	11/05/2021	ACH	Liberty Township	01/01-10/15/2021 AdminFees fr Escro	-650.00	13,747.66
Check	11/05/2021	ACH	Liberty Township	Prof Fees 06/01-09/30/2021 fr Escrow	-1,176.75	12,570.91
Check	11/09/2021	197	KPI	8793	-198.00	12,372.91
Deposit	11/19/2021			Deposit	1,300.00	13,672.91
Check	11/23/2021	198	KPI	8735	-1,466.10	12,206.81
Total 10.100 · Liberty Township Escrow						-2,190.85 12,206.81

Type	Date	Num	Name	Memo	PD AMT	Balance
95.100 · PLGIT Gen Reserve Fund						306,441.18
Deposit	10/31/2021			Interest	9.51	306,450.69
Total 95.100 · PLGIT Gen Reserve Fund						9.51 306,450.69

Type	Date	Num	Name	Memo	PD AMT	Balance
30.101 · PLIGIT Capital Reserve Fund						122,054.07
Deposit	10/31/2021			Interest	4.32	122,058.39
Total 30.101 · PLIGIT Capital Reserve Fund						4.32 122,058.39

Type	Date	Num	Name	Memo	PD AMT	Balance
ACNB ARP FUND						66,366.92
Deposit	10/31/2021			Interest	2.82	66,369.74
Total ACNB ARP FUND						2.82 66,369.74

*November Interest not available at time of report.

Mr. Jackson moved for acceptance of the Treasurer's report. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.

Expenses: Mr. Jackson moved for retroactive approval of the 11/06/21-11/30/2021 expenses. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Jackson made a motion for approval of the 12/07/21 expenses. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for retroactive approval of the 10/24-11/06/2021 payroll. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved for retroactive approval of the 11/07-20/2021 payroll. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for approval of the 11/21-12/04/2021 payroll. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

Police Officer's Report – Chief Hansen reported on the November Police Department activities which included working 275 hours in Liberty Township, driving 1124 miles, and using 94.5 gallons of fuel. Other activities included: 911 Incidents - 14; Traffic Citations -38; Faulty Equipment -1; Warnings -6; Misdemeanor/Felony Arrests -1; and PSP Calls-3. Service to Freedom Township included: Working 25 hours with zero 911 incident, 41 traffic citations, and 9 warnings. Purchased two taser from Axon that will arrive in six to eight weeks. Chief Hansen attended a press

conference held at the PennDOT shed on PA Route 16 to promote the Click it or Ticket program which Officer Roosen participated in. Chief Hansen went on to report that she met with the Highland Township Supervisors regarding their expectations for 2022 police coverage. Chief Hansen reported that Highland Township was interested in coverage for 911 calls, speed enforcement, business checks, elderly checks, and code enforcement escorting. She went on to report that the officers completed mandatory in-service training for 2021.

- **Highland Township Intermunicipal Police Services Resolution and Agreement** – It was noted that Highland Township has requested the end date of the police services agreement be changed from December 31, 2022, to January 5, 2023. **Mr. Barlow made a motion to adopt the Highland Township Intermunicipal Police Services Resolution and Agreement with the end date changed to January 5, 2023. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Police Department Applicants and Part-Time Pay Rate** – **Mr. Barlow made a motion to approve the letter sent by Chief Hansen to an applicant for part-time police on December 3, 2021. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Barlow made a motion to place a hiring freeze on all part-time police officers the police department until further notice. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

Zoning Officer's Report –Mr. Barlow reported that there were two Land Use permits and one well permit issued in November bringing in \$230 in fees. Mr. John Gereny was present, and the Board reviewed his request for a temporary accessory building without a primary structure at 350 Topper Road. After much discussion, **Mr. Barlow made a motion to deny the request for a temporary accessory building without a primary structure at 350 Topper Road. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

Roadmaster Report – Roadmaster Barlow reported that the crew drove 705 miles, used 49 gallons of gasoline, 29 gallons on road diesel fuel, and 56 gallons off road diesel fuel. He stated that the snow plows are ready to go for winter. GMC inspected and new tires were put on the vehicle which cost approximately \$800. Installed a new \$800 cutting-edge carbide blade on the big truck as well as a steel face plate. The road crew completed repairs to the truck bed and tarp. Anti-skid and salt are stockpiled, and the pre-mix is ready for use. Mr. Barlow reported that he is now certified in NIMS 100 and attended a class for NIMS 700 and will test this week. He recommended that all supervisors complete the NIMS certification. **Mr. Barlow made a motion to require Secretary Wendy Peck to obtain NIMS 100 Certification. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**

Secretary/Treasurer: Ms. Peck asked Chairman Barlow to report on the interview with the candidate for Administrative Assistant to the Secretary. Mr. Barlow stated that he and Secretary/Treasurer Peck interviewed an applicant on December 6 and he recommends hiring her for a trial basis. **Mr. Barlow made a motion to hire Bridget Munsee for a trial basis to work part-time on December 28, 29, and 30 as Administrative Assistant to the Secretary. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Barlow made a motion to set the pay rate of Bridget Munsee at \$16 per hour. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

Planning Commission Report: Mr. Barlow reported that the Planning Commission did not meet in November.

- **Mr. Barlow made a motion to approve the Request for Extension of Review Time for Land Development Plan – Thomas Hanger - 25000-0049---000 150 Pecher Road until February 1, 2022. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to accept Crum Subdivision Plan Date 11-03-21 Wenschhof Rd 25D17-0026---000 Application for Review. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

Old Business

- **Update on Waste Contract Request for Bid** – Mr. Barlow announced that he would be attending the upcoming waste contract meetings on December 13 and December 30. There was some discussion over the updated bid documents that Carroll Valley Borough provided. Mr. Barlow stated that he had a few questions and would be following up with Carroll Valley Borough.
- **Update on Cable Franchise Fee Contract** – Mr. Jackson gave a report on the progress of talks with Comcast Cable and reported the continued frustration with communicating the Comcast Cable to get a service map, quotes to provide service to all of Liberty Township, and a draft of the new agreement. The Board discussed the current contract terms and expressed no interest in changing the franchise agreement. Mr. Jackson stated that he would turn over his file on the project to the Township Secretary before he leaves office.
- **2021 Fire Department Donation:** The Board reviewed the year-to-date service call totals from the fire departments and EMS service. After careful consideration, **Mr. Barlow made a motion to award donations as follows: Fairfield Fire Department - \$10,000; Emmitsburg Vigilant Hose - \$10,000, Fountaindale Fire Department - \$5,000 donation; and Adams Regional Emergency Services - \$2,500 donation. Mr. Jackson seconded the motion. All voted yes, and the motion pass**

New Business Public Comments: None.

New Business

- **Adams County Office of Planning and Development Data Use Authorization Agreement** – The Board reviewed the agreement and the Solicitor commented that he had no objections. **Mr. Barlow made a motion to accept the Adams County Office of Planning and Development Data Use Authorization Agreement. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

- **Tax Collector Bank Access** – The Board discussed ACNB's policy of assigning Tax Collector as a user on the Township accounts and the Supervisors and Treasurer as users to the Tax Collector's Account. Some of the recent updates randomly caused all users to access all accounts. The bank stated that they are unable to remove the users, but no user will have access to make changes to the other user's accounts. Suggestions were made for the Tax Collector to obtain a new EIN, or for the Tax Collector to use a different bank. There was discussion about why the Tax Collector is using the same EIN as the Township. No action was taken by the Board. Mr. Barlow asked about the payroll processing access for the Supervisors. Ms. Peck responded that the forms would be signed and implemented in January after the Board reorganizes.
- **Deputy Tax Collector** – *Mr. Barlow made a motion to approve Jessica Ilko's appointment of Tammy McKnight as her Deputy Tax Collector for 2022. Mr. Jackson seconded the motion. All voted yes, and the motion passed.*
- **ACATO Bylaws Change** – The Board considered a recent communication from ACATO requesting input on bylaws change that would combine the offices of Secretary and Treasurer. Mr. Barlow stated that the Liberty Township is no longer a member of ACATO and has no objection to the bylaws change.
- **Fuel Prices** – Mr. Barlow stated that he was having difficulty getting fuel suppliers to lock in fixed pricing for fuel for 2022. He planned to gather more information by the January 2022 meeting.
- **Motion to Advertise 2022 Meeting Dates** – *Mr. Barlow made a motion to advertise the 2022 township meetings with the Annual Organization meeting on Monday, January 3, 2022, at 6 PM. The regular January monthly Board of Supervisors meeting immediately following the organization meeting; the Annual Auditors Organization meeting on Tuesday, January 4, at 6 PM; the Board of Supervisors Monthly Meetings for 2022 on the 1st Tuesday of each month at 6 PM; and the Planning Commission meetings on the 3rd Tuesday of each month at 7:30 PM as needed except for the May monthly meeting which will be held on Wednesday, May 18. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- **Police Part-Time Pay Rate** – *An item listed earlier in the meeting was addressed. Mr. Barlow made a motion to approve the Part-Time Police Pay Rate minimum hourly rate for 2022 at \$21 per hour. After much discussion, and it was determined that the rate would be set at the January Reorganization meeting. The motion died for lack of a second.*

At 9:06 PM Mr. Keilholtz made a motion to adjourn the meeting. Mr. Jackson seconded the motion. All voted yes, and the motion passed. The next monthly Board of Supervisors meeting is scheduled for Monday, January 3, 2022, immediately following the Reorganization meeting at 6 PM at the Township Municipal Building.

Respectfully submitted,



By Wendy Peck, Secretary/Treasurer